



WASHINGTON STATE VITAL RECORDS APPLICATION INSTRUCTIONS

***Please print clearly. Incomplete applications will be returned without processing.
Make check/money order payable to the Department of Health***

Send completed application and fee for each certified copy requested to address below. For expedited service (at an additional fee starting at \$24), please call (360) 236-4300 for more information.

***Department of Health
Center for Health Statistics
PO Box 9709
Olympia, WA 98507-9709***

1. Effective July 26, 1997, the fee for a certified copy is \$13. Eight dollars of the thirteen dollar fee for each copy goes to the Department of Health. The remaining five dollars helps fund the Forensic Investigation Council, a fund supporting autopsies and death investigations at the local/county level. **Receipt time is approximately five weeks through regular mail process.**
2. Please print clearly. Incomplete applications will be returned without processing.
3. Washington State began filing birth records July 1, 1907. Births which occurred prior to that date were filed only in the county of event. Washington State began filing death records July 1, 1907, and marriage and divorce records January 1, 1968. Prior to these dates the record was filed only in the county of event.
4. If a matching record is found, a certified copy will be sent to the mailing address indicated. If no record is found, a letter will be sent to that address. **Any time a record is searched for and is not found, a search fee is charged. It is not refundable or transferable.**
5. Effective April 23, 1990, the Department of Health will refund monies in excess of \$5 only. A refund for a lesser amount must be requested in writing within one year of payment.
6. If you are submitting an adoption decree or paternity acknowledgment form with this request, include \$15 for the sealed file action and \$13 for each certified copy of the amended certificate.
7. Heirloom birth certificates are sold for \$25 each and include a \$14.50 tax deduction donation to the Washington State Children's Trust Fund, administered by the Washington Council for Prevention of Child Abuse and Neglect. The money is used to fund programs aimed at the prevention of child abuse. This certificate carries the same legal status as a certified copy from the child's original birth certificate.